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Department of. Defense
INSTRUCTION

January 3, 1990
NUMBER 7730-29

DA&M

SUBJECT : Report on DoD Civilians Employed by the Office of the Secretary of Defense (OSD) and the Defense Agencies

References: (a) DoD Instruction 7730.29, subject as above, June 25, 1979
(hereby canceled)
(b) Public Law 83-767, "Unemployment Compensation for Federal Employees," September 1, 1954
(c) DoD Instruction 7730.18, "Recurring Reports of Civilian Employment and Payrolls," September 11, 1989
(d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1986, authorized by DoD Instruction 5000.12, April 27, 1965

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update the reporting requirements and provides for uniform preparation and submission of a quarterly report on the number and location of direct hire civilians to comply with reference (b) .

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD) , the **Inspector** General of the Department of Defense (IG, DoD) , the Uniformed Services University of the Health Sciences (USUHS) , the Defense Agencies, and DoD Field Activities that submit SF 113-A, "Monthly Report of Federal Civilian Employment," in accordance with reference (c) (hereafter referred to collectively as "DoD Components") .

C. DEFINITION

Washington, DC, Standard Metropolitan Statistical Area (SMSA). The District of Columbia; Montgomery, Prince George's, Charles, Calvert, and Frederick Counties in Maryland; Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park Cities; and Arlington, Fairfax, Loudoun, Stafford, and Prince William Counties in Virginia.

D. POLICY

It is DoD policy to provide other Federal Agencies with necessary information when it is required by law or it is in the best interest of the Government and at the same time economically feasible.

E. RESPONSIBILITIES

1. The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD) , shall:

a. Administer the information requirement prescribed in Section F., below, and provide relevant policy and technical guidance to the DoD Components.

b. Consolidate on a quarterly cycle, the applicable number and location of direct hire civilians employed by the Office of the Secretary of Defense and other Defense organizations for submission to the Department of Labor.

2. The Director, Washington Headquarters Services (WHS), shall provide the Office of the Secretary of Defense report to include consolidated figures for all DoD organizations that receive administrative support from WHS.

3. The Heads of DoD Components, listed in enclosure 2, shall submit separate reports.

F. INFORMATION REQUIREMENTS

1. Quarterly reports shall be prepared as of the last day of each quarter of the calendar year. Each report shall include a listing by State, District of Columbia, Puerto Rico, and the Virgin Islands, as applicable, of the number of direct hire civilians employed by the DoD Components concerned.

2. The report shall be submitted on hard copy using the format shown in enclosure 1. The Data Conversion Tables (enclosure 3) shall be used for State codes. Reports shall be sent to the Directorate for Information Operations and Reports, Washington Headquarters Services, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, within 30 calendar days of the "as of" date.

3. The aggregate number for the 50 States and the Washington, DC, SMSA totals shall agree with **the** total number of direct hire civilian employees reported on line 1 of the SF 113-A for the United States (Columns D and E). The totals reported for the States of Maryland and Virginia shall exclude the reportable personnel within the Washington, DC, SMSA. However, the Washington, DC, SMSA data shall be identified to indicate numbers applicable to the District of Columbia, Maryland, and Virginia.

4. The reporting requirements of this Instruction have been assigned Interagency Report Control Number **0144-DOL-QU**.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Director of Administration and Management, Office of the Secretary of Defense, within 120 days.



D.O. Cooke, Director
Administration and Management

Enclosures - 3

1. Report on DoD Direct Hire Civilian
2. List of Reporting Agencies
3. Data Conversion Table - State or Territory Codes - Report on DoD Direct Hire Civilians

REPORT ON DOD DIRECT HIRE CIVILIANS
BY _____
AS OF _____

UNITED STATES TOTAL _____

<u>STATE</u> <u>CODE</u>	<u>CLEAR</u> <u>TEXT</u> <u>NAME</u>
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(List States in alphabetical order followed by Puerto Rico and the Virgin Islands. List only those applicable.)

Washington, DC, SMSA _____

District of Columbia _____

Maryland _____

Virginia _____

LIST OF REPORTING AGENCIES

Office of the Secretary of Defense
Defense Communications Agency
Defense Contract Audit Agency
Defense Investigative Service
Defense Logistics Agency
Defense Mapping Agency
Defense Nuclear Agency
Inspector General, Department of Defense
Department of Defense Dependents Schools
On-Site Inspection Agency
Uniformed Services University of the Health Sciences

DATA CONVERSION TABLE - STATE OR TERRITORY CODES
REPORT ON DOD DIRECT HIRE CIVILIANS

<u>CODE</u>	<u>STATE OR TERRITORY</u>	<u>CODE</u>	<u>STATE OR TERRITORY</u>
01	Alabama	27	Minnesota
02	Alaska	28	Mississippi
04	Arizona	29	Missouri
05	Arkansas	30	Montana
06	California	31	Nebraska
08	Colorado	32	Nevada
09	Connecticut	33	New Hampshire
10	Delaware	34	New Jersey
11	District of Columbia	35	New Mexico
12	Florida	36	New York
13	Georgia	37	North Carolina
15	Hawaii	38	North Dakota
16	Idaho	39	Ohio
17	Illinois	40	Oklahoma
18	Indiana	41	Oregon
19	Iowa	42	Pennsylvania
20	Kansas	44	Rhode Island
21	Kentucky	45	South Carolina
22	Louisiana	46	South Dakota
23	Maine	47	Tennessee
24	Maryland	48	Texas
25	Massachusetts	49	Utah
26	Michigan	50	Vermont